



Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

Deputy Commissioner, DRE Sacramento Permanent - Fulltime

The Department of Real Estate has two openings in its Sacramento Subdivisions Section for a Deputy Commissioner. These positions are permanent, full-time. The Department is located at 2201 Broadway, Sacramento.

Duties of the position(s) include:

- Review and analyze subdivision public report applications for compliance with statutes, regulations and departmental policies.
- Prepare comprehensive deficiency letters.
- Review and analyze deficiency responses for compliance.
- Review and critique complex creative financing plans.
- Compile documentation for preparation of comprehensive public reports.
- Answer general inquiries by telephone, in person and in writing.
- Meet with and advise Subdividers, Budget Preparers, SRP's (Single Responsible Party), and other interested parties regarding laws, regulations, and procedures.

Required qualifications:

- Ability to gather, analyze, interpret data and make sound decisions.
- Ability to identify/evaluate issues and apply appropriate laws and regulations.
- Ability to cultivate effective working relationships with others.
- Ability to communicate effectively with others at all levels in and out of the organization.
- Ability to write comprehensive reports which detail deficiencies and clearly affirm expectations.
- Ability to work under pressure and within mandated timeframes.
- Ability to organize and manage workload.

Desirable qualifications:

- Knowledge of California Real Estate Law and the Subdivided Lands Act is helpful but not required.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependability and reliability.
- Excellent attendance.

Salary:

Range A	\$2774 - 3157	Range C	\$3609 - 4350
Range B	\$3232 - 3709	Range D	\$3964 - 4773

Who may apply: Current state employees at the Deputy Commissioner level, those with Deputy Commissioner list eligibility, or those transferable to the class. **Priority consideration will be given to SROA/Surplus employees. Please provide a copy of your SROA/Surplus information letter with your application.**

Submit Applications to:

Linda Luna, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0797 or CALNET 498-0797

For information on the position contact:

David Warner, Managing Deputy Commissioner II
Sacramento Subdivisions
(916) 227-0822 or CALNET 8-498-0822

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: August 8, 2006

Applications may be obtained from the State Personnel Board website at www.spb.ca.gov

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.

Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.

Interviews may be conducted on a flow basis.